

# Data Collection Procedures in the Field

The application of standardized methodology in the appraisal of a structure requires work to be performed in three areas: fieldwork, calculation and valuation. The purposes of this chapter are to supply basic definitions and depict common situations that must be addressed in the field.

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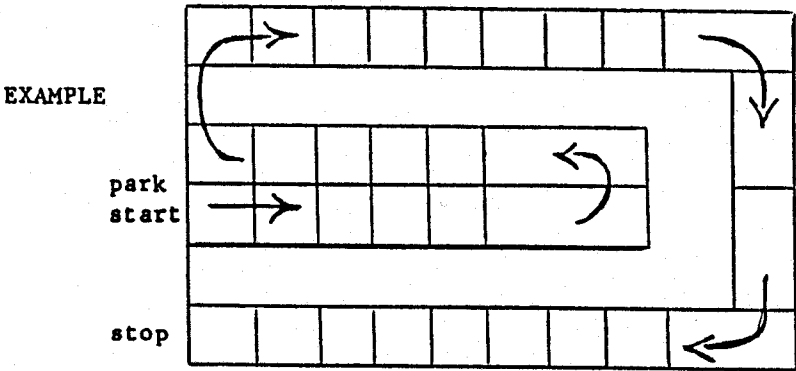
### Introduction

Fieldwork should be approached with three basic components in mind: Collection or verification of measurements of any improvements, correction of any such measurements and recording information correctly on the field data collection instrument. The first two topics are dealt with in this chapter, the third is dealt with in the next chapter.

### Collection or Verification of Construction Data

This involves two basic techniques. The majority of the data is confirmed by a visual inspection and can be done while walking up to the front door. An appraiser should give the area he or she is studying a broad preview while looking for a parking spot. This provides a good indication of the typical exterior components – roofs, exterior walls, and develops a “feel” for the neighborhood.

In order to work at maximum efficiency, an appraiser should plan his or her route ahead of time. He or she should check maps and arrange cards in the order to walk, stopping and starting at the same point.



As you approach each house check the exterior walls, roof structure, roof cover; look for indications of heating type – i.e. fireplace, compressors, oil drums, etc.

Identify yourself and your purpose, remembering at all times to be polite and respectful.

One approach goes as follows:

“Good Morning. My name is John Doe and I am with the Guilford County Tax Department. (Display your County identification card), verifying data for the County’s Tax Revaluation Project. I need to ask you a few questions and walk around the outside of your home.”

Usually people are cooperative. Remember your job is solely to collect or verify data, not come up with the assessment value. Glance inside as you are introducing yourself, checking for interior wall construction and flooring, and indications of heating and cooling system.

Three questions can be asked as follows:

“What kind of floors do you have? How do you heat and cool your house?” “How many bathrooms and bedrooms do you have?” Then, “Thank you very much. Now all I need to do is take a quick look around the outside, okay?”

Sometimes you will have to take measurements to appraise improvements. If you have to measure the whole house, explain to the owner that you are collecting and verifying the building measurements.

There are three basic steps to this process:

1. Measure each side of structure accurately.
2. Make a diagram placing dimensions (rounded to the nearest foot) beside each line they represent.
3. Label structural variations with appropriate abbreviations (FEP, FSP, FCP, etc.) Lettering and numbers are to be neatly made with measurements written so as to read from the bottom of the card looking up.

To check for closure:

BASIC RULE: the sums of the lengths of the opposite sides must be equal to each other.

The sum of the top horizontal lines (the back of the house) should equal the sum of the bottom horizontal lines (the front of the house). The sum of the left vertical lines (the left side of the house) should equal the sum of the right vertical lines (the right side of the house) in the same manner.

The following examples depict various types of improvements and how they should be drawn, labeled, and checked for closure.

#### Standardized Method of Drawing Structures

A uniform method of drawing and labeling structures must be adopted. The following method is to be employed in preparing documents for use by the system.

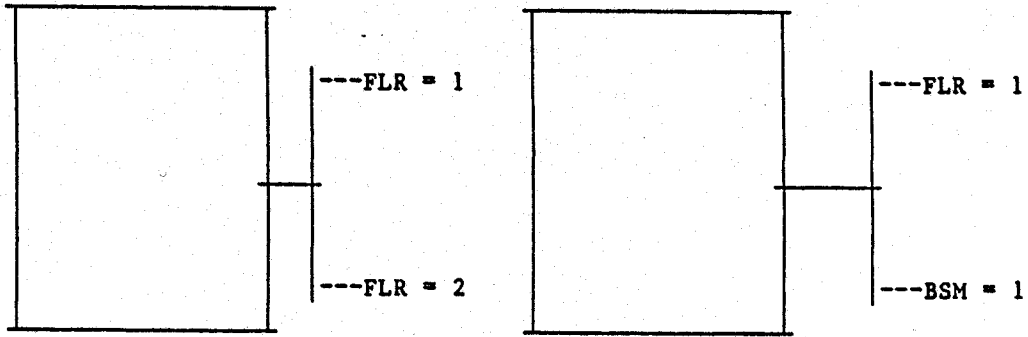
Orient your drawing so that the front of the structure is towards the bottom of the card. All labeling should be oriented in this same direction.

In drawing structures, it is essential to delineate the auxiliary areas properly so that they can easily be distinguished from the base area.

Familiarity with auxiliary area abbreviations is essential, along with an understanding of the visual indications of these areas. For example: an enclosed porch which may have windows is different from the base, a lower foundation than the base, or different roof cover.

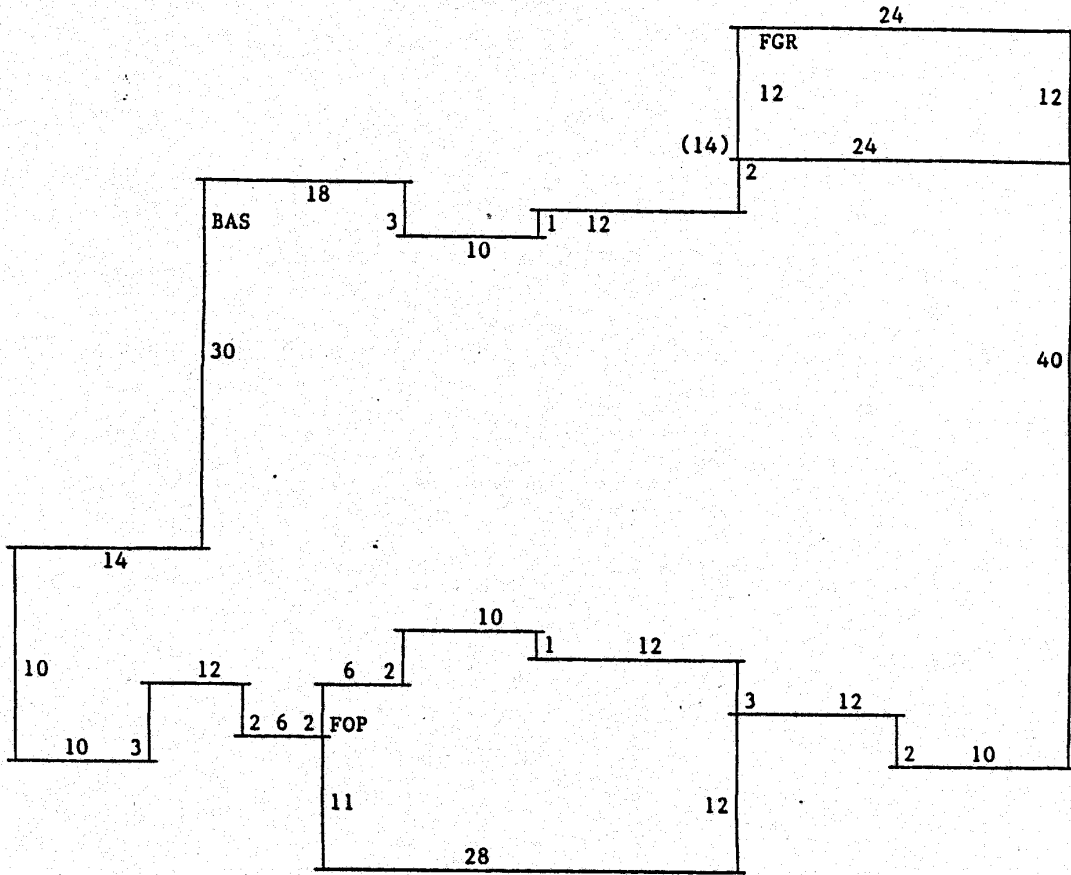
If you are confronted with an exceptionally large property with many sides, a piece of graph paper used in drawing the sketch can be invaluable in preventing errors.

Special attention needs to be given multi-story buildings. A notation to denote upper stories and/or basements should be as follows:



Further refinements of this situation are necessary to contend with many older, odd shaped homes with 2 or more stories. Careful attention must be paid to auxiliary areas and to whether or not these areas extend to all floors.

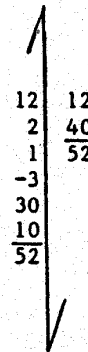


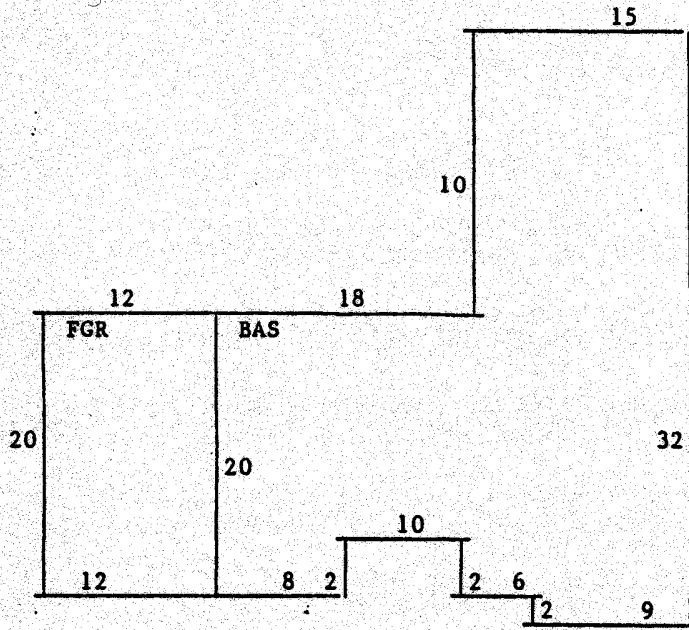


BE SURE TO GET ALL SMALL MEASUREMENTS

$$14 + 18 + 10 + 12 + 24 = 78$$

$$10 + 12 + 6 + 6 + 10 + 12 + 12 + 10 = 78$$

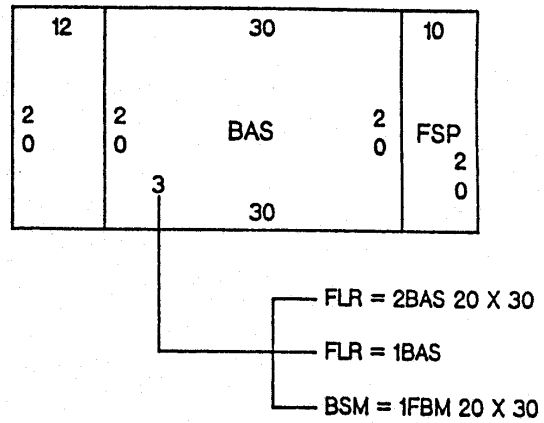
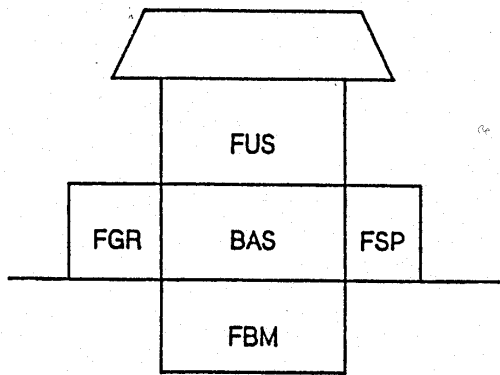




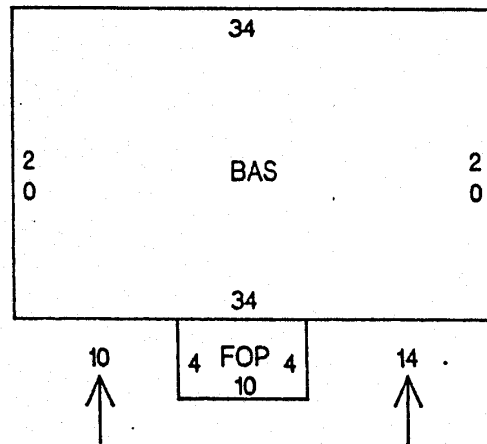
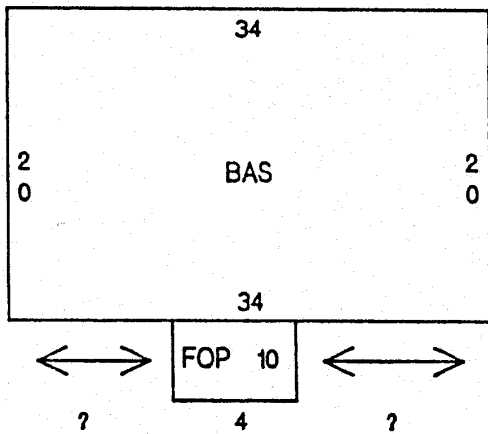
$$12 + 18 + 15 = 45$$

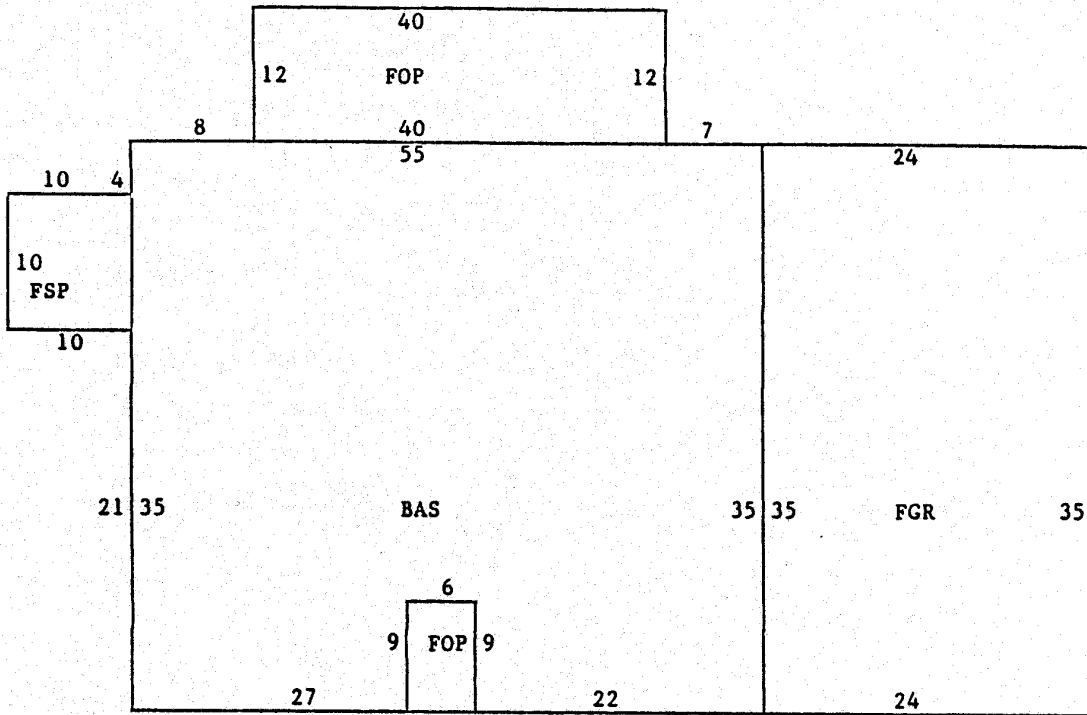
$$12 + 8 + 10 + 6 + 9 = 45$$

$$\begin{array}{r} 10 \\ 20 \\ \hline +2 \\ \hline 32 \end{array}$$



Be sure to label each side of the property placing these dimensions to the inside which show actual length. Those measurements used to determine the position of auxiliary areas along the perimeter of the base should be placed on the outside of the sketch if they are not included within an auxiliary area. This is illustrated as follows:





Proper coding of structures requires the supplying of measurements of the perimeter and auxiliary areas. Only with accurate measurement can the correct location of the auxiliary areas with respect to the base be determined.

BUILDINGS OVER ONE STORY

GARAGE APARTMENT

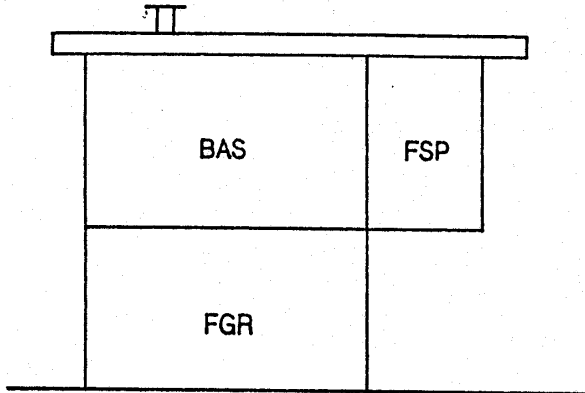
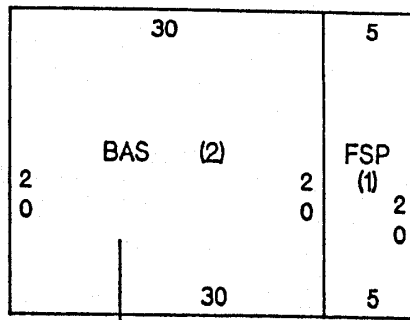


DIAGRAM AS FOLLOWS

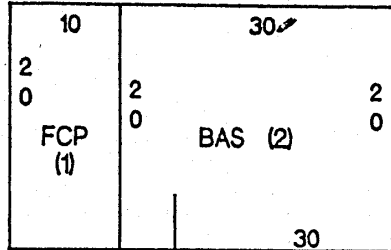


FLR = 1BAS  
BSM = 1FGR (20 X 30)

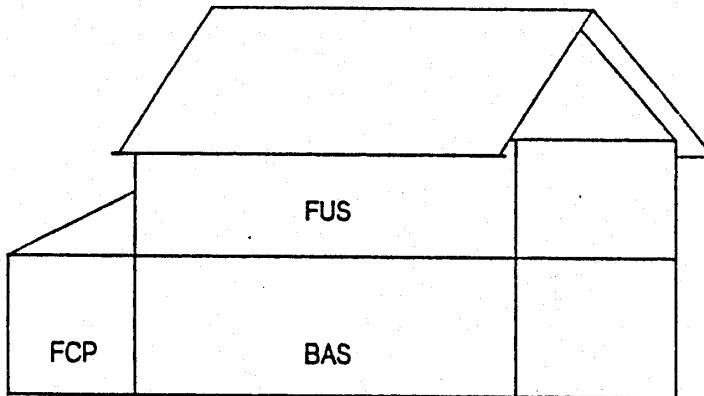
TWO STORY RESIDENCE

TWO STORY RESIDENCE

DIAGRAM AS FOLLOWS



FUS  
BAS  
(since base measurements are shown on the diagram they are not repeated)



Draw 1st level plan and denote upper story dimensions as shown.

2 story continued

